**The Working Studio: Current Career Perspective & Logistics[[1]](#footnote-1)**

*Please input your responses and send this electronically to* *devin@theworkingstudio.com* *at least 24 hours prior to our first meeting.*

The first section below is purely informational, so that I can contact you quickly, and have a quick sketch of your work history.

Later questions are designed to help you to begin framing your future and what you would like to accomplish in our work together. Your answers are helpful for me to understand who you are, and how I can best support you.

**Name: Date:**

**Complete Address:**

 Ok to contact you here? (Y or N)

**Preferred Email address:**

 Ok to contact you here?

**Best Phone Number to use to reach you:**

 Ok to leave a message, either on voicemail or with a person?

**Which of the above ways is *the best* to use to contact you?**

**How did you hear about The Working Studio?**

*For each of the following questions (1 through 6), please answer with your first response; then take a few moments to ask yourself the question again, and see if there are additional ideas that surface—if so, please include those in your response as well.*

*Each section will expand as you type into it, so write as much or little as you wish.*

1. **Why have you chosen this moment to begin career coaching? Why is *now* the right time**?
2. **Expectations: What would you most like to get from career coaching right now?**
3. **What are your career goals? (Even if you aren’t sure, float a few ideas or fantasies here)**
4. **What type of supports and obstacles might affect your chances of achieving your career goals?**
5. **What are the biggest changes you want to make in your life over the next 3-6 months?**
6. **What are 3 of your major career accomplishments up to now?**
7. **Are you on LinkedIn?** Y or N
8. If yes, please give me your LinkedIn URL:
	1. Are you on Facebook? Twitter? Other? Yes/no and a list of social media sites you are on is fine here—I don’t need URLs for these now, though we may decide to visit them later if they are relevant to your career.
9. **Have you recently taken a career-related assessment such as the Strong Interest Inventory, the MBTI®, DISC, or StrengthsFinder?** If yes, please list which you have taken and whether you still have those results. (“Recently” would be within the past 3 years)

**Work History**

1. **Current Job**:

**Employer, location, title, dates of employment (If you are not currently employed, please list your immediate past job here)**

*(Please answer questions 2-10 as thoughtfully and fully as possible)*

1. **What do you like best about this job?**
2. **What do you like least about this job?**
3. **What strengths do you bring to this job, and how do you get to use them?**
4. **Are you having any difficulties in your current job? If yes, please describe them.**
5. **Please describe your computer skills in relation to your current job: for example…**

Don’t know Not great Ok, could be better Generally pretty good Excellent

1. **Please rate your computer skills in relation to your potential next job if you are going to change: for example…**

Don’t know Not great Ok, could be better Generally pretty good Excellent

1. **List your best software and other computer skills here:**
2. **List former positions, employers, dates, going back at least ten years if you have been in the workforce that long *(or feel free to skip this if you provide a resume that covers it)*:**
3. **Please list your educational history here (School, major, what degree if you graduated, when you attended/graduated, beginning with most recent first—**If this is on your resume, feel free to skip this as well**)**

**Other Information Relevant to Career Coaching**

*This section is optional, but will be extremely helpful to our work.*

*Please give your quick first response and then, as above, look for and include any additional thoughts that arise, particularly with questions 4 and 7-11.*

1. Your current age:
2. Are you currently married or with a partner? Y or N (if no, skip to question 5)
3. If yes, what does your spouse or partner do?
4. Does your spouse or partner’s work affect *your* career or work choices in any way? If so, how?
5. Who else lives with you? (parents, children, other family members)
6. If you have children, please list how many, ages, and if they are old enough to work, what they are doing.
7. Think about your parents and adults you grew up with: What type of work did they do? How did that influence your career choice, if at all?
8. Are there family, health, financial, or other pressures affecting your thinking about your career or your behavior at work at the moment? Please describe these:
9. Do you have any type of ongoing, regular practice for stress reduction? (Ex: yoga, running, meditation, yardwork/garden, art, other) If yes, how regularly do you practice?
10. What do you enjoy doing in your spare time?
11. *Is there anything else you would like me to know about you that I haven’t already asked?*
1. This information will be kept confidential. [↑](#footnote-ref-1)